

GOVERNMENT OF TELANGANA

ABSTRACT

Office Procedure - MA&UD Department - Smt.Tahmeena Khatoon, Section Officer
- Permission to visit Makkah, Saudi Arabia on pilgrimage duly availing Earned
Leaves for (20) days i.e., from 22.09.2025 to 11.10.2025 on personal grounds -
Accorded - Orders - Issued.

MUNICIPAL ADMINISTRATION (OP) DEPARTMENT

G.O.Rt.No. 506

Dated: 17-09-2025

Leave application of Smt.Tahmeena Khatoon, Section Officer,
Dt.08.09.2025.

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ORDER:

Under T.S. Leave Rules, 1933, Smt. Tahmeena Khatoon, Section Officer, Municipal Administration and Urban Development Department is sanctioned Earned Leave for (20) days i.e., from 22.09.2025 to 11.10.2025 with permission to avail PHs on 21.09.2025 & 12.10.2025 to visit Makkah, Saudi Arabia on pilgrimage and she is also permitted to leave the country during the above said leave period.

2. After sanction of the leave, she is having (213) days balance of E.L. at her credit.

3. She would have continued to act as Section Officer during the above leave period.

4. Smt. Tahmeena Khatoon, Section Officer, Municipal Administration and Urban Development Department is permitted to visit Makkah, Saudi Arabia, subject to the following conditions:

- i. That the expenditure for the purpose will be borne by the individual herself. she shall not accept any hospitality from a Foreign Service / private body.
- ii. That no extension of NOC shall be granted under any circumstances;
- iii. That she has to avail leave to which she applied for and is eligible;
- iv. That she should not undertake any assignment/job abroad during the period of his visit;
- v. That failure to join duty immediately on the expiry of the leave period renders she liable for disciplinary action. If she does not return within the time, she shall be removed from service;
- vi. Should furnish her local leave address and service of any notice to the leave address will be deemed as service on the officer. The officer will make adequate arrangements in her absence to authorize an appropriate person at the leave address to receive all letters and make arrangements to have these communicated to her through any channel of communication.

5. Sri M.A.Akther Farooqui, Section Officer, Vigilance-I Section is placed in full additional charge to the post of Section Officer in 'OP' Section during the above leave period of Smt. Tahmeena Khatoon, Section Officer or until further orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**Dr.T.K.SREEDEVI
SECRETARY TO GOVERNMENT**

To

Smt. Tahmeena Khatoon, Section Officer,
Municipal Administration and Urban Development Department,
Telangana State Secretariat.

Sri M.A.Akther Farooqui, Section Officer, MA & UD Department.

The Concerned Officers and Sections of MA&UD Department.

The Municipal Administration and Urban Development (OP(2)/
OP-Claims) Department

The Deputy Pay & Accounts Officer, Secretariat Branch, Hyderabad.
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER